



BOARD OF DIRECTORS SPECIAL MEETING - STUDY SESSION MINUTES

Monday, December 09, 2024 at 3:00 PM

66575 Second St, Desert Hot Springs, CA AND/OR Via Teleconference

CALL TO ORDER

President Sewell called the meeting to order at 3:00 PM

ROLL CALL

BOARD MEMBERS PRESENT: President Ivan Sewell, Vice President Robert Griffith, Director Russ Martin, Director Amber Duff, Director Ted Mayrhofen

STAFF MEMBERS PRESENT: Brian Macy, Marion Champion, Danny Friend, Arturo Ceja, Amanda Lucas, David Barazza, Eric Weck, Will Whitten, Oriana Hoffert, Dori Petee

RULES OF PROCEDURE

Rules of Procedure were read by General Counsel John Pinkney.

All noticed meetings are conducted using Rosenberg's Rules of Order as a procedural guideline. Directors should refrain from responding directly to public comments at meetings of the Board. The Board President will refer matters raised during public comment to the General Manager for follow-up when appropriate. Occasionally, a prompt response may be offered when an obvious answer resolution is available provided this is done in compliance with the Brown Act. Directors should refrain from debating or making decisions in response to public comments. The President of the Board presides at all meetings and decides all points of order and procedure during meetings. The President is responsible for maintenance and decorum at all Board meetings. No person shall be allowed to speak who has not first been recognized by the President. All questions and remarks should be addressed to the President as the presiding officer. No member of the Board should speak more than once about any one subject until every other member on the Board wishing to speak on the subject shall have been given the opportunity to speak. No Board member shall interfere with the orderly progress of a Board meeting. In order to ensure the orderly progress of Board meetings the Board President regulates the amount of time to be dedicated to a particular agenda item."

PUBLIC INPUT

No public input

EMPLOYEE RECOGNITION

HUMAN RESOURCES REPORT

This item will be recognized on Monday, 12/16/24

ACTION ITEMS

RESOLUTION 2024-29 ~ UPDATING AND AMENDING ADMINISTRATIVE CODE TITLE 3 - PERSONNEL

It is recommended that the Board adopt Resolution #2024-29, updating and amending title 3 - Personnel of the District's Administrative Code.

Oriana Hoffert presented the updates to Administrative Code Title 3 - Personnel. The change in the law prompted some of these changes, while others are just getting clarification in the language.

RESOLUTION NO. 2024-30 ~ MSWD REGIONAL WATER RECLAMATION FACILITY - INSTALLMENT PURCHASE AGREEMENT EXTENSION

It is recommended that Resolution No. 2024-30 be adopted, extending the Installment Purchase Agreement related to the MSWD Regional Water Reclamation Facility for one year through January 2026.

This item was pulled from the agenda and will come back to the Board in January.

BOARD ACCEPTANCE OF COST PROPOSAL FOR ACCESS CONTROL SYSTEM OF THE NANCY WRIGHT REGIONAL WASTEWATER RECLAMATION FACILITY

It is recommended that the General Manager be authorized to execute a contract with HCI Systems, Inc., for Access Control Systems, Inc., in the amount of \$89,581.00 for the Nancy Wright Regional Water Reclamation Facility and authorize the General Manager to do all things necessary to complete the project.

Eric Weck, Engineering Manager, presented. Between the Board approval of the construction contract and the present time, the NWRWRF has been under construction and is nearing completion. The final portion of work involves the installation of access control systems (electronic locks) at the facility. In October 2024, MSWD reached out to HCI Systems (HCI) to complete the access control portion of the overall project. The quote provided by HCI Systems equates to \$89,581.00, and is reimbursable under the funding agreement for the grant with the State Water Board.

APPROVE CHANGE ORDER NO. 1 WITH L.O. LYNCH QUALITY WELLS & PUMPS, INC., FOR ON-CALL WELL AND BOOSTER MAINTENANCE AND REPAIR SERVICES

It is recommended that the General Manager be authorized to approve Change Order No. 1 with L.O. Lynch Quality Wells & Pumps, Inc. for the On-Call Well and Booster Maintenance and Repair Services contract. The change order would increase the contract amount by \$355,990, from \$150,000 to a not-to-exceed amount of \$505,990, and authorize the General Manager to do all things necessary to complete the project.

Danny Friend, Director of Operations, presented. The District has three contractors under on-call contracts for well and booster maintenance and repair services. These contracts cover routine preventative maintenance and repairs for our wells, boosters, pumps, and motors. L.O. Lynch Quality Wells & Pumps, Inc. (L.O. Lynch) provided the lowest bid for the rehabilitation of Well 35. These necessary repairs exceed the original contract amount.

AWARD OF CONTRACT AGREEMENT WITH MDN WATER MANAGEMENT SERVICES INC. FOR ADMINISTRATIVE AND WATER MANAGEMENT SERVICES

It is recommended to authorize the General Manager to enter into a contract agreement with MDN Water Management Services Inc. for Administrative and Water Management Services for one year, starting January 1, 2025, and ending December 31, 2025.

Marion Champion, Assistant General Manager, presented. Mike Nusser was also present and addressed the Board. Some of the primary services provided by this contract include grant

management and compliance monitoring services for funding awarded by state and federal agencies. Ensuring all financial and timekeeping records accurately align with the project requirements and providing timely and complete documentation for each disbursement request. Among other administrative duties, MDN will also work closely with our finance staff to format and compile content for the district's annual budget document, ensuring that it's aligned with the standards set forth by the Government Finance Officers Association (GFOA).

ANNUAL REPORT OF CAPACITY FEES AND RELATED CAPITAL EXPENDITURES

It is recommended that the Board of Directors accept the annual report of capacity fees and related expenditures as submitted.

Arturo Ceja, Director of Finance, addressed the Board. In accordance with California Government Code Section 66006 (b), these reports have been prepared for acceptance and to be made available to the public. They have been submitted to the Desert Valley Builders Association and the Building Industry Association for review, which is done as a courtesy on an annual basis. The report shows the yearly connection to water and sewer services.

MSWD LEGISLATIVE PLATFORM FOR 2025-2026

It is recommended that the Board acknowledge receipt of the Legislative Platform for 2025-2026.

Marion Champion, Assistant General Manager, presented an overview of the 2025/26 Legislative Platform. This platform aims to guide and inform our legislative efforts at the local, regional, and national levels of government. The document and its directives are consistent with what was presented last year. One of the main changes is that this year, we are preparing a two-year document that is consistent with the biannual session of the California Senate and Assembly and the 119th Congress. Ms. Champion reviewed the policy directives.

ELECTION OF MSWD BOARD OFFICERS FOR 2025

It is recommended that a President and Vice President be nominated and elected for the 2025 year.

The Board will conduct elections on Monday.

DISCUSSION ITEMS

CRITICAL SERVICES CENTER AND ADMINISTRATIVE BUILDING UPDATE

This update will take place on Monday.

GROUNDWATER PROTECTION PROGRAM UPDATE

This update will take place on Monday.

HEXAVALENT CHROMIUM COMPLIANCE PLAN UPDATE

This update will take place on Monday.

CONSENT AGENDA

Consent agenda items are expected to be routine and non-controversial, to be acted upon by the Board at one time, without discussion. If a member would like an item to be handled separately, it will be removed from the Consent Agenda for separate action.

APPROVAL OF MINUTES

It is recommended to approve the minutes as follows:

- November 14, 2024 - Study Session Minutes
- November 18, 2024 - Board Meeting Minutes

REGISTER OF DEMANDS

The register of demands totaling \$2,560,383.45

2025 BOARD OF DIRECTORS MEETING SCHEDULE

BOARD COMPENSATION

It is recommended to consider Board compensation for the following meetings:
AWWA 2025 Webinar Subscription (20+ webinars), All Board Members

REPORTS

DIRECTOR'S REPORTS

GENERAL MANAGER'S REPORT

Included in this report are the following oral reports:

- A. Finance Report
- B. Public Affairs Report

COMMENTS

DISTRICT COUNSEL COMMENTS

No comments and no closed session.

DIRECTOR COMMENTS & REQUESTS


- A. Director General Comments
- B. Director Requests for Future Agenda Items
- C. Director Requests for Future Meetings

Director Duff thanked the crews that responded to a leak at Bella Vista Elementary School. She noted they did everything possible to maintain safety in an unmarked school zone.

ADJOURN

With no further business, President Sewell adjourned the meeting at 4:05 PM.

Respectfully Submitted,



Dori Petee
Executive Assistant